



NOTICE OF PUBLIC MEETING
REGULAR MEETING OF THE BOARD OF TRUSTEES

Monday, November 9, 2020

5:00 p.m.

West Burlington Campus

1500 West Agency Road

Private Dining Room

Meeting Minutes

1.0 Routine Items

1.1 Call to Order, Roll Call, and Pledge of Allegiance

Board Chair Hillyard called the meeting to order at 5:00 p.m. Roll call indicated Trustees Jeff Heland, Moudy Nabulsi, Janet Fife-LaFrenz, and Lanny Hillyard were present in the room. Trustee Joseph Johnson was present via Zoom Conference Meeting. Also present were President Michael Ash, Treasurer Kevin Carr, Secretary Darcy Adams, and SCC staff members Janet Shepherd, Chuck Chrisman, Jeff Ebbing, and Meg D'Souza.

1.2 Adoption of Formal Agenda

1.3

Trustee Fife-LaFrenz moved to approve the formal agenda. Trustee Heland seconded. Motion carried.

1.3 Communications (Limited to Five (5) Minutes per Individual)

1.3.1 Audience

None.

1.3.2 Administration

None.

1.3.3 Board

Trustee Fife-LaFrenz reported that she attended the IACCT Webinar on October 21st given by Rod Sands and Derek Frank with regard to Trustee's fiduciary responsibilities. She found the webinar informative.

Trustee Nabulsi reported he also participated in the IACCT Webinar on fiduciary responsibility. He also reported that he participated with the IACCT Board to interview 4 candidates for the IACCT Executive Director position last Wednesday. They will select the director from those candidates.

1.4 Iowa Association of Community College Trustees Report

Trustee Nabulsi reported that the IACCT Board will be meeting November 12, 2020.

Trustee Nabulsi also reminded Trustees that the IACCT Trustee Leadership Conference will be held Friday, November 13th as a virtual event.

2.0 Action Items

2.1 Approval of Consent Agenda

1. Approval of Minutes

- **October 12, 2020 Regular Board Meeting**
- 2. Presentation of Bills of Account**
- 3. Resignations, Terminations and Mutually Agreed to Contract Adjustments**

Name	Title	Date of Hire	Last day of Employment	Reason
Allison Bowen	Evening Receptionist/Housekeeper – 0.60 FTE	12/16/2019	10/27/2020	Personal.
Josh Dahlstrand	Custodian I - Housekeeper	09/10/2018	10/06/2020	Personal.
Coltin Taylor	Computer Technician – Keokuk Campus	06/03/2019	10/15/2020	Accepted Computer Support Specialist – Keokuk Campus position.
Karen Trusley	Enrollment Specialist – Traditional Recruitment	06/01/2020	10/30/2020	Personal.
Jerrodd Williams	Assistant Track Coach/Resident Advisor	07/20/2020	12/15/2020	Personal.

4. Employment Contracts

Name	Title	Contract Period	Salary
Alyssa Orth (New)	Admissions Recruiter - WB	November 2, 2020 – June 30, 2021	\$25,187.74 (\$ 38,000.00 annual)
Coltin Taylor (Replacement)	Computer Support Specialist – Keokuk Campus	October 16, 2020 – June 30, 2021	\$25,886.89 (\$36,720.00 annual)
Abbey Timberlake (New)	Admissions Recruiter - WB	November 2, 2020 – June 30, 2021	\$25, 187.74 (\$38,000.00 annual)

Trustee Nabulsi moved approval of the Consent Agenda items. Trustee Heland seconded. Motion to approve the Consent Agenda carried on a 5-0 roll call vote.

2.2 Confirmation of 2020 Distinguished Alumni Awards

President Ash reported on behalf of Executive Director for Institutional Advancement Val Giannettino that on October 22, 2020, the SCC Alumni Association Board of Directors reviewed and voted on nominees for the Keokuk and West Burlington 2021 Distinguished Alumni Awards. After reviewing the background information for both nominees, she recommended that the Board of Trustees confirm the following individuals for the 2021 Distinguished Alumni awards:

- Keokuk Campus Distinguished Alumni: Paul Gaylord, Class of 1958
- West Burlington Campus Distinguished Alumni: Judy Brueck, Class of 1979

Trustee Fife-LaFrenz moved to confirm the 2021 Distinguished Alumni Award nominees. Trustee Nabulsi seconded. Motion carried on a 5-0 roll call vote.

2.3 First Reading of Board Policies #206, #401, and #501

Board Chair Hillyard presented Board Policies #206, #401 and #501 for review and consideration. He noted that the policies were sent prior to the meeting. He suggested that they review each policy for questions and comments.

The first policy Trustees reviewed was Policy 206 entitled Code of Conduct. This is a past board policy that was removed and is being reviewed to consider reinstating. The policy language reflects a lot of what is stated in Iowa Code Chapter 260e. The policy was discussed among Trustees with some suggestions for changing language. All agreed it would be best to further review and move to a second reading. Trustee Nabulsi made a motion for Board Policy 206 to be moved to a second reading at the December 14, 2020 Regular Board of Trustees meeting. Trustee Heland seconded. Motion carried on a 5-0 roll call vote.

Trustees also reviewed Board Policy 401 entitled Delegation to the President. This policy is being reviewed to ensure that the President is authorized to exercise the necessary power in the event of an emergency. Trustees discussed and agreed it would be best to further review. Trustee Heland made a motion for Board Policy 401 to be moved to a second reading at the December 14, 2020 Regular Board of Trustees meeting. Trustee Fife-LaFrenz seconded. Motion carried on a 5-0 roll call vote.

Lastly, Trustees reviewed Board Policy 501 entitled General Executive Constraint. This policy is also being reviewed with suggested additional language to grant authority to the President during a declared state of emergency. Trustees discussed the suggested language and agreed it would be best to further review. Trustee Fife-LaFrenz made a motion for Board Policy 501 to be moved to a second reading at the December 14, 2020 Regular Board of Trustees meeting. Trustee Heland seconded.

3.0 Accountability

3.1 President's Report

President Ash referred Trustees to his report in their folders noting the following items:

1. We are working on the Capitol Theater proposal which will most likely be a lease agreement with the possibility of supplying services in lieu of finances. This agreement would be for substituting services where feasible in addition to an actual financial arrangement and developing some type of lease agreement with them. There would be opportunities for students to be involved. There would be an exchange of dollars for use of the theater. The Capitol Theater would have to hire their own executive director.
2. We continue to work on the Guided Pathways program College-wide, along with the Title III Grant. This will include the hiring of Student Success Advocates.
3. We continue to deal with COVID related issues and developing additional information pieces to send to faculty, staff and Trustees.
4. We are working on a Leadership Development Program. Some teaching/learning experiences would be in-house and there would be some items that would be presented through other resources.

5. We have been giving opportunities for faculty and staff to give their input for the potential Student Center. I will be meeting with the Student Board along with providing a survey to students to gain their input.
6. Before the election, I met with all of our local state legislators; I will need to meet with the two new senators who were elected in this election.
7. We are launching efforts to connect with business and industry to determine their training needs and develop an appropriate approach to those needs. Some will come through CBIZ customized training and some will come through credit programming.
8. We are planning to launch college – credit and non-credit - programming into the two prisons this fall.
9. We have been meeting regularly with the Iowa Wesleyan leadership team. While this process has evolved a lot since the onset, we feel we are making progress towards an agreement. Both parties have agreed to remaining two separate institutions. We are currently working through the details of creating Bylaws and other necessary pieces that will be given to each Board for their review and ultimately approval. Currently those are being legally reviewed.

3.2 Marketing Update

Marketing Director Jeff Ebbing and Megan D’Souza provided an update on current work in the Marketing department. Director Ebbing began his presentation by showing the Trustees a number of winning awards they have received. They have also been working hard on creating the new website. Alongside the website, they have increased the digital media presence of SCC on several platforms including Facebook. They have been able to utilize promotional video content created in with their third party marketing partners. Director Ebbing played a sneak peak of several testimonial videos they are utilizing.

3.3 Guided Pathways Introduction

Vice President for Academic Affairs Janet Shepherd gave a presentation to provide Trustees with more information and an overview of the history of Guided Pathways. She noted that the Guided Pathways Model is an integrated, institution-wide approach to student success based on intentionally designed, clear, coherent and structured educational experiences, informed by available evidence, that guide each student effectively and efficiently from her/his point of entry through to attainment of high-quality post-secondary credentials and careers with value in the labor market. The intent of this program is to provide students coming to SCC with a pathway to achieve their intended education goals in the least amount of time possible, with the least amount of money possible, and to get to completion quicker. There are 4 pillars of the Guided Pathways program including:

- Clarifying the Path – Mapping paths to student end goals
- Entering the Path – Intake and academic advising.
- Staying on the path – Intrusive academic advising and academic support.
- Ensuring Learning – Learning with intentional outcomes.

The intent of Guided Pathways is for all students to be assigned a student advocate. This will be made possible through the Strengthening Institutions Title III Grant. Vice President Shepherd asked Trustees if they had questions or comments and stated that more information will be provided at the December Regular Board of Trustees meeting.

3.4 Monthly Financial Report

Vice President Carr provided the monthly financial report. He reported that there was more tuition revenue in October this year than in the past five years. He noted that there have been some out of pocket costs related to COVID-19 including cost of nurses taking temperatures. We have applied for FEMA reimbursement to cover those costs. We received \$577,000 of CARES Act money to distribute to students for costs related to moving to online learning due to COVID-19. The institution also received that amount.

4.0 Future Meetings

Chair Hillyard reviewed a list of future meetings.

5.0 Adjournment

There was consensus that the meeting be adjourned at 8:10 p.m.

These minutes have been approved by the Board of Trustees and this is certified to be a true copy.



Darcy Adams
Board Secretary